

ESC Contracting Process Book (ECPB)
Summary of Major Changes
October 2001 REVISION

The ESC Contracting Process Book (ECPB) was issued in November 1997 and revised in April 1999 and March 2001. This third revision supersedes the previous editions.

This revision primarily updates the ECPB to reflect current processes in various areas, and incorporates higher level guidance and regulatory changes since the last revision. This ECPB revision is current as of FAC 97-27, DCN 20010911, AFAC 96-4, and AFMCAC 97-7.

The following highlights the most significant changes in the ECPB:

- ECPB Subpart 1.6, "Career Development, Contracting Authority and Responsibilities":
 - > *Section 1.6.10*, "Ratification of Unauthorized Commitments" - AFMCAC 97-7 increased the ratification approval authority thresholds for "Other Contracting" actions. As a result, this section was updated to remove required PKXC coordination of files for unauthorized commitments valued at \$10,000 or less.
- ECPB Subpart 5.3, "Synopsis of Contract Awards":
 - > *Section 5.3.2*, "Announcement of Contract Awards" - SAF/AQC Contract Policy Memo 01-C-06 revised the DD Form 1279 Report notification timelines for source selection actions. SAF/LLP must now be notified of the winning contract/contract value on source selections not later than 1300 hours the day before contract award (Washington DC time). This section of the ECPB was updated to reflect that change, and to allow the BOCO or PCO to make this "final call" to SAF/LLP if authorized in advance by the BP/PKXC Analyst.
- ECPB Subpart 6.5, "Competition Advocates":
 - > *Section 6.5.1*, "ESC Hanscom AFB and CPSG" was revised to remove Mr. Tom Wells' name as ESC's primary Competition Advocate. The name and e-mail address of the primary will be added once an ESC Director of Contracting is appointed, and approval of competition advocacy is obtained from ESC/CC.
- ECPB Subpart 15.2, "Solicitation and Receipt of Proposals and Information":
 - > *Section 15.2.1*, "Acquisition Ombudsman" was updated to reflect the name of the new acquisition ombudsman, Col Paul Maryeski.
- ECPB Subpart 15.4, "Contract Pricing":
 - > *Section 15.4.2*, "ESC Procedures for Defective Cost or Pricing Data":
 - Paragraph a. was revised to indicate that PKXF will provide advice/training to Contracting Officers, as needed, on the processing, resolution, and disposition of defective pricing cases to comply with the requirements of AFMCFARS 5315.407-1(91).

- Paragraph b. was updated to incorporate changes made by FAR Case 01-10 (Effective 4 Jun 01) , which moderates the requirement for higher level review of prenegotiation objectives to those cases where the objective differs from the DCAA audit recommendations. BOCO/COCO review is no longer required when the prenegotiation objective incorporates DCAA audit recommendations and the action is noncontroversial and/or low dollar.

> *Section 15.4.4*, "Proposal Analysis and Negotiation Objectives - PCO Responsibilities" was revised to ensure PCOs verify that there is adequate cost information for evaluating the reasonableness of the price or determining cost realism.

> *Section 15.4.9*, "Adequate Price Competition (APC) in One-Offer Situations": This new section was added to comply with AFMC/PK Memo dated 26 Feb 01 which states the Contracting Officer must perform adequate market research to determine that the one offer was based on real competition; and then must make a written determination that the conditions in FAR 15.403-1(c)(1)(ii)(A) exist. In addition, this determination of APC when only one offer is received must be reviewed and approved by the SCCO before contract award.

- ECPB Subpart 16.5, "Indefinite Delivery Contracts" and ECPB Subpart 37.2. "Advisory and Assistance Services":

> *Section 16.5.2*, "Center Multiple Award Task Order (MATO) Contracts Action Plan" and *Section 37.2.2* "Center A&AS Task Order Action Plan" were added to comply with AFMC/PK 25 April 2000 and 26 Jan 2001 Memos that required that all centers establish action plans for multiple award task orders and service contracts. The key tenets of the plans are process guidance, training, goal assessment and semiannual self-inspections. The plans and checklist are to implement a robust services acquisition capability within AFMC by meeting the intent of FAR 16.504 "fair opportunity" and by strengthening proper and consistent contract award and administration of multiple award task orders and other services contracts.

- ECPB Subpart 17.74, "Un definitized Contract Actions":

> *Section 17.74.2*, "Management System" was updated to incorporate an AFAA Audit recommendation to expand ECPB guidance on the reporting of UCAs at risk of not meeting the established definitization date. The status of these "at risk" UCAs are to be briefed by the BOCOs/COCOs at the PK staff meetings.

- ECPB Subpart 35.2., "Indemnification Against Unusually Hazardous Risks (AFMCFARS 5335.070)", *Section 35.2.1*, "Radio Frequency (RF) Spectrum Management Procedures" was added to provide guidance to Contracting Officers in obtaining spectrum certification and frequency authorization.

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